



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **FINANCE, PREMISES AND STAFFING COMMITTEE**

### **DRAFT TERMS OF REFERENCE**

#### **Membership:**

At least six members of the Council – including Chairman and Vice Chairman of the Council.

The Chairman of the Committee will be elected annually at the Annual Council meeting of Ecclesfield Parish Council.

The Vice-Chairman will be elected annually by the Finance, Premises **and Staffing Committee** at the first meeting after the Annual Council meeting of Ecclesfield Parish Council and shall hold office until the next Annual Council meeting.

#### **Purpose of the Committee:**

The Finance, Premises and Staffing Committee will oversee the administration of all matters relating to Council Finance, Premises, **Staffing**, Health and Safety, Audit and compliance with associated legislation.

#### **Aims and Objectives:**

The role of the Committee is to consider, recommend or approve issues relating to:

- Administration of the Council's financial affairs.
- **Council's staffing policies and procedures and all other matters related to the Council's employed staff.**
- **Council's policies and procedures related to financial grants and gifts.**
- **Consideration of all applications for financial grants and gifts, including approve any payment of grant or gift up to £350, within the agreed budget.**
- Fixed assets/asset management, including Council land and buildings.
- Internal controls including review of effectiveness of internal audit and internal controls.

- Virements between revenue budgets.
- Charges or fees associated with Council facilities.
- Tendering, contract and purchasing arrangements in line with Council Financial Regulations.
- Receipts of Committee proposals for inclusion in the forthcoming annual budget.
- **Matters relating to the health, safety and welfare of Council staff, Councillors, visitors and the use of Council buildings and land.**

The Committee will consider and make recommendations to the full Council on:

- Draft of the annual budget and precept amount in time for approval at the full Council meeting in January as per Council Financial Regulations
- Awards of grants to local organisations over £351.
- Any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this Committee.
- **Monthly accounts schedule and budget monitoring and update.**
- Fixed assets/asset management, including Council land and buildings.
- Any financial borrowing or loans.
- Any use of financial reserves.
- Proposals for inclusion in the capital works programme.

## **Meeting arrangements and frequency**

Meetings to be held monthly.

Meetings to commence usually at 7.15 pm.

Meetings to be convened by the Proper Officer.

## **Quorum**

A minimum number of three Committee members are required for decision-making purposes.

## **Reporting and accountability**

The group will be a Committee of the Council and as such will refer any matters to the Council that are deemed significant enough to require full Council consideration or approval.

## **Review arrangements**

The Committee will be a standing Committee of the Council. The appointment of the Committee will be considered at the annual Council meeting who may decide to alter or dissolve the Committee as required.

**Approved by Council: May 2024**

**Review Date: May 2026**